
CREDITOR - QUICK REFERENCE GUIDE

Request for Notice (Batch)

Creditor Event Only

Step	Action
1	Click on the Bankruptcy hyperlink at the top of the screen.
2	Click on Creditor Filings . The File a Court Document screen displays. Enter the case number in the box below in the yy-nnnnn format.
3	Click Next . Check the case name and number to be sure it is the correct case. Select Request for Notice (creditor even only) (Batch) and click Next .
4	The File Court Document screen displays. Click the BROWSE button to launch the Adobe Acrobat Reader. Locate the document you wish to attach to this event, right click to Open and verify the PDF. Select the correct PDF and click Open .
5	Enter the name of the Party filing the Notice of Request in the appropriate fields. Click NEXT .
6	A message screen will display a reminder to you to add the creditor to the case through Creditor Maintenance. (To add creditors, see the Add Creditor quick reference guide.) Click NEXT .
7	A blank screen will appear. Click Next .
8	The Docket Text: Final Text screen displays. This is your last opportunity to proof read your entry and back-out of the transaction. Check your entry and click Next to submit it to the court.
9	The Notice of Electronic Filing screen displays and your transaction is complete. You may wish to save a copy of this transaction log for your records.